

**Membership Balance Plan**  
**Department of Defense Wage Committee**

**Agency:** Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provisions of 5 C.F.R. § 532, Public Law 92-392, the Federal Advisory Committee Act of 1972 (FACA) (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a) (authorized by statute), established the Department of Defense Wage Committee (hereafter referred to as “the Committee”).
- 2. Mission/Function:** The Committee, under the provisions of 5 C.F.R. §§ 532.243, 532.209, 532.227 and Appendix A; FACA; and the Office of Personnel Management Operating Manual, Federal Wage System, Appropriated and Non-Appropriated Fund, shall provide independent advice and recommendations to the Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), on matters relating to the conduct of wage surveys and the establishment of wage schedules for all appropriated fund and non-appropriated fund wage areas of blue-collar employees within the DoD.
- 3. Points of View:** The Committee shall be comprised of a seven members – a chairperson and six additional members. The chairperson shall be appointed by the Secretary of Defense.

The remaining six positions consist of two labor organization representatives and four members who are regular government employees and are divided into two broad categories – labor and management. Each category has two voting members; in the case of management category the two voting members will change depending upon which two DoD Components, as determined by the chairperson, have the largest number of wage employees in the wage areas under consideration.

Those individuals representing the labor organizations are selected by the labor organizations to provide the committee with the points of view of nongovernment entities or a recognizable group of persons that have interests in the subject matter under consideration by the Committee. Whereas, those individuals, to include the chairperson, who represent the DoD Components, and are regular government employee members are appointed by the Secretary of Defense to exercise their own individual best judgment on behalf of the government.

The DoD may appoint additional experts and consultants to act as subject matter experts or to provide advice to the committee. However, these individuals, regardless of whether they are special government or regular government employees, are prohibited from participating in any deliberative matters or voting on any matters before the committee unless they have been invited to sit on the committee according to governing statutes and regulations.

- 4. Other Balance Factors:** N/A
- 5. Candidate Identification Process:** The Department, in selecting potential candidates for this Committee, reviews the educational and professional credentials of individuals with extensive professional experience in the area of on matters relating to the conduct of wage surveys and the establishment of wage schedules for all appropriated fund and non-appropriated fund wage areas of blue-collar employees within the DoD. The potential regular government employee candidates are

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from the DoD and those Components with the largest number of wage employees within DoD and are identified by senior DoD officials, the Military Departments, and the Defense Logistics Agency.

The remaining two candidates are representatives of the two labor organization having the largest number of wage employees covered by exclusive recognition in the DoD. Each labor organization selects one individual to represent it and its stakeholders.

Once potential candidates are identified, the Designated Federal Officer (DFO) forwards the list to the USD(P&R) for review and formal nomination to the Secretary of Defense. During the USD(P&R)'s review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Committee to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Following this review, the USD(P&R) formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following approval by the Secretary or Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

The Secretary of Defense may approve the appointment of Committee members for one-to-two year terms of service, with annual renewals; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same terms of service limitation also applies to any DoD authorized subcommittees for the Committee.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous six paragraphs.

- 6. Subcommittee Balance:** The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees to support the Committee.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Committee appointments are made. These individuals may come from the parent committee or new nominees, as recommended by the Committee's sponsor and based upon the subject matter under consideration. Subcommittee members, if not full-time or permanent part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis.

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7. **Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered Federal lobbyists.
8. **Prepared:** November 19, 2012